

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD**  
**ON THE 2nd OF MAY 2024 IN THE VILLAGE HALL**

In attendance were Vice Chair Cllr Scott Collins, Cllr Mary Henderson, Cllr Marion Fulton, Cllr Gill Miller, Cllr David Longman, Parish Clerk and Responsible Financial Officer Mr Chris Beatrup, and one member of the public.

**24/25.001 Election of Chair** Following the standing down of former Chair Cllr Norman Clark, Vice Chair Cllr Scott Collins proposed, and Cllr Marion Fulton seconded, that Cllr Mary Henderson be appointed Chair of Petham Parish Council. All members present agreed, and Cllr Mary Henderson was duly appointed.

(i) **Apologies for Absence** Cllr Phil Collins.

The Councillor vacancy is being advertised until May 8th, after which time if no calls for an election are received, the Council are able to co-opt a member of the public on to the Council. A local resident has expressed interest in joining the Parish Council.

**24/25.002 Declarations of Interest and Updates to the Disclosable Pecuniary Interests Register**

There were no declarations of interest regarding the items minuted below. Vice Chair Cllr Scott Collins declared himself as Chair of Petham Village Hall. Clerk to inform CCC elections team regarding updating the disclosable pecuniary interests register.

**24/25.003 To approve the Minutes of the last Meeting and Matters Arising** The minutes of the last meeting on 4th of April 2024 were approved by Vice Chair Cllr Scott Collins, and seconded by Cllr Marion Fulton. Matters arising were a proposal by Vice Chair Cllr Scott Collins that Rob Palmer be asked to draw out plans for raised beds for flowers, for the area of ground which is proposed to house the Village Sign. Chair Cllr Mary Henderson offered to speak to Rob Palmer about drawing these plans. Once these are agreed by Petham Parish Council, Rob Gay (local landscape gardener) will be asked to quote to supply and install flower beds around the forthcoming village sign. This was seconded by Cllr Gill Miller.

**24/25.004 Discussions with Guests** No guests present.

**24/25.005 Financial Matters** (i) Members approved the following payments to be made:

Castle Water - Cricket Ground	£7.19	Paid in advance 17/04/2024
Kent Association of local council	£362.74	Membership 2024/2025
CPRE	£60.00	Membership 2024/2025
Petham Village Hall	£250.00	Quarterly subsidy to Village Hall May-July 2024 to support local residents booking
Streetlights	£523.48	Street Lighting Maint Contract 1 of 2
Streetlights	£255.00	Repair column 3 following vehicle impact
Streetlights	£117.30	Lighting repairs column 22
AJG Community Schemes	£1208.31	Insurance renewal
Norman Clark	£20.00	Materials for the cricket pavilion (10 litres Ronseal dark oak floor seal or similar
Scottish & Southern Electric	£0.00	Street Light Energy - Account for April DD - covered by credit note - business support fund - significantly affected by 2022's wholesale energy prices
HMRC	£101.80	HMRC PAYE May 2024
Parish Clerk	£407.80	Parish Clerk Salary May 2024

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The above were approved for payment, having been proposed by Cllr Marion Fulton, and seconded by Cllr Gill Miller.

(ii) The Draft Level of Reserves as at 31.04.2024 were reviewed, and proposed for approval by Chair Cllr Henderson, and seconded by Cllr Marion Fulton.

(iii) Year end accounts are being worked on by the clerk, and need to be submitted to the Local Councils auditor by the end of June 2024.

**24/25.006 Planning Matters** The following planning applications were reviewed.

CA/24/00360 (listed building consent) Replacement rooflights to north elevation and installation of rooflight to south elevation, installation of windows to north and south ground-floor, installation of doors to south and east elevations, installation of first-floor Juliet balcony to east and installation of first-floor window to west. Great Catts Farm Stone Street Petham Kent CT4 5PW.

No objections from Petham Parish Council.

CA/24/00361 Application for Listed Building Consent for external alterations including installation of rooflight to southern elevation and replacement of two rooflights to northern elevation, installation of windows to north and south ground floor, removal of timber doors and installation of door to south and east elevations, installation of first-floor Juliet balcony to eastern elevation, installation of first-floor window to western elevation and installation of timber steps and decking to east. Great Catts Farm Stone Street Petham Kent CT4 5PW.

No objections from Petham Parish Council.

CA/24/00500 Insertion of dormer to East elevation with Juliet balcony doors and door to window and garage doors to bifold doors to North elevation of existing garage. Field End Broadway Petham Kent CT4 5RX.

No objections from Petham Parish Council.

CA/24/00562 Cherry tree to east side of property. Fell. The Willows Church Lane Petham Kent CT4 5RD.

No objections from Petham Parish Council.

CA/24/10007 Erection of agricultural building. Dene Meadows, Duckpit Road, Petham, Kent CT4 5QE.

Petham Parish Council to insist to Canterbury City Council that this building be agricultural, and in no way could be converted to residential. Action : Clerk

No new planning applications were known of at the time of the meeting. The electronic CCC planning application system remains down, while a cyber incident is being investigated.

**24/25.007 Planning Decisions by Canterbury City Council** CA/24/00386 Fell 2 sycamores trees in the rear garden to 2-3ft above ground level. Decided. No objection. Orchard Cottage The Street Petham Kent CT4 5QY.

**24/25.008 Development of one/three/five year plan** - ideas for project work. The Chair, Cllr Henderson, suggested the development of a one, three, and five-year plan for Petham Parish Council, asking for ideas for project work to be brought to the next meeting, with time to be allowed within the agenda to begin to formulate this plan. Proposals for projects this year included an event to engage both new and established residents, with the suggestion of a Village Survey. It was discussed that an informal evening event be held at the village hall, to which all residents be invited, and asked to contribute to what should go in to such

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plans. The event could potentially be held in September, after the summer holidays. Members were asked to develop suitable questions that could be put to residents, which can be discussed at the next meeting. Also arranging a first aid training event including the use of the defibrillator, as was previously carried out for Waltham PC at Petham Village Hall, to which all residents were invited. Action : All.

**24/25.009 Parish Council Website** It was noted that the link from the Kent Association of Local Council website to the Petham Parish Council (PPC) website was broken. Also that policies and procedures developed over recent meetings were not yet displayed on the PPC website. The Parish Clerk agreed to look in to these matters, and rectify accordingly. Action : Clerk.

**24/25.010 Noticeboards** It was noted that all Parish noticeboards are in poor condition, and that it is time to commission new cabinets, ideally more weather-resistant, metal, powder-coated, lockable units. Local residents Norman Clark and contractor Rob Gay to be approached regarding this project. This was proposed by Vice Chair Cllr Scott Collins, and seconded by Cllr Marion Fulton. Action : Clerk.

**24/25.011 Policies** Further feedback and help in developing the Absence Policy, Risk Assessment, and Emergency Planning policies was discussed. Items for risk assessment included the equipment in the play park area, adult exercise equipment, the basketball area, and the bridge at the bottom of the ground. Cllr Gill Miller agreed to look at Emergency Planning. Help was asked for from all members. Proposed to be discussed in the July meeting. Suggested that the KALC website be reviewed for suitable examples. Action : All.

**24/25.012 Draft Canterbury District Local Plan to 2040 Consultation** The clerk attended a parish engagement meeting with Canterbury City Council on April 18th. Part one of the meeting was to present the local plan, and request that comments and views be passed to CCC by 5pm on Monday 3 June 2024, via questionnaire <https://news.canterbury.gov.uk/consultations/canterbury-district-local-plan-to-2040/>.

The Clerk also reported the presentation in part two of the meeting, of the 2024 Canterbury District Parish Charter. Further details to be made available on the Canterbury City Council website [www.canterbury.gov.uk](http://www.canterbury.gov.uk).

**24/25.013 Highway Issues and PROW** Speedwatch events continue to be carried out around the Parish. More volunteers are needed. Sites at which checks are made are routinely risk assessed by local Police.

**24/25.014 Recreation Ground** Wilded area needs to be mown. Wild flower seeds to be added once this has been completed. Local contractor Rob Gay to be asked to power wash the baby swings. Local resident has agreed to host a poo bag dispenser, with bags, on path side of the last post on left side when going down to the recreation ground. Norman Clark to be asked to procure a suitable dispenser. Cllr Marion Fulton asked to investigate acquiring suitable bags.

Jubilee Orchard : One Apple, and one Cherry tree, have been lost in the Jubilee Orchard. Rob Gay to be asked to water the orchard, and cut back trees at back of recreation ground, before they encroach too far over the rec. Action : Clerk.

**24/25.015 Correspondence, Publications and Other Matters of an Urgent Nature** (i) Publications received relevant to the whole Parish/Council have been left at the village hall for inspection as required


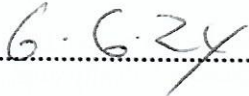
(ii) Asset Register Update. No progress to report. Continuing to next meeting

(iii) Village Sign. Local Architect Robert Palmer continuing to develop the project with regard to obtaining land ownership and permission details. An event for the sign unveiling to be planned

The meeting concluded at 8.10 pm

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24/25.016 Confirmed the Date of the next Ordinary Parish Council meeting to be Thursday the 6th of June at 7.00 pm in the Petham village hall. All welcome. Apologies of absence received from Cllr Gill Miller. Apologies of absence received from Parish Clerk and RFO Mr Chris Beatrup. Vice Chair Cllr Scott Collins has agreed to take minutes

Signed..........Date..........